

SMART TACTIC

RESULTS-FOCUSED CRITICAL PERFORMANCE ELEMENT

S → **Specific**

- **Defines What needs to be done**
- **Conveys a clear understanding of the actions required**

M → **Measurable**

- **Explains Where the performance target lies by defining measurements, i.e., quantity, quality, and/or cost effectiveness**

A → **Achievable**

- **Defines How the employee can attain goal through the specified action**

R → **Relevant**

- **Explains Why work is done; supports agency mission**

T → **Time-bound**

- **Identifies specific date/milestone -When**